

DRESS for Success

Learning how to dress smart for your interview will create a great impression and also boost your self-confidence.

First Impressions Count

Your appearance says a lot about you. To make the best first impression on your interview, be clean, well-groomed and nicely dressed. A good rule of thumb is to dress one step above what you would wear on the job, or at minimum in good, clean dress clothing.

For men, this means a dress shirt, tie, dress slacks, dress socks and dress shoes. For women, this means a suit or a nice simple shirt with a skirt or pants and dress shoes. If you will be wearing stockings, make sure they are close to your skin tone. Dark or neutral colors are generally wise. Do not wear anything too revealing.

See more in our SmartStart guide at jobs.utah.gov.

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UTAH DEPARTMENT OF WORKFORCE SERVICES

Women

- Skirt (of reasonable length, no minis)
- Full-length pants of non-denim material
- Dress shirt, polo or sweater set
- Business-type dress (of reasonable length)
- Dress or business shoes
- Appropriate jewelry and makeup
 - Clean body, hair and teeth
 - All clothing clean, pressed and in good repair



Men

- Collared shirt (dress shirt or polo)
- Full-length pants of non-denim material with a belt
- Dress or business shoes (loafers) with socks
- Blazer or business jacket
- Shirt and tie
- Clean body, hair and teeth
- All clothing clean, pressed and in good repair



Remember: It's always better to over dress than to under dress and a smile helps make a good impression!

How to Prepare

Several days before the interview you need to:

- ☐ Get a haircut
- ☐ Groom your hands and nails
- ☐ Shine your shoes
- ☐ Trim your beard or moustache (if you have one)
- ☐ Buy or borrow appropriate clothing
- ☐ Ensure your clothing is clean and ironed
- ☐ Lay your clothing out the night before
- ☐ Get a good night's sleep

The morning of the interview you need to:

- ☐ Take a shower or bath
- ☐ Wash your hair
- ☐ Shave
- ☐ Use extra unscented deodorant
- ☐ Cover visible piercings or tattoos
- ☐ Eat a light meal or snack before the interview
- ☐ Brush and floss your teeth and use mouthwash
- ☐ Apply light makeup (for women)
- ☐ Bring a small mirror, brush and/or comb

Things to Avoid

- Perfume or aftershave
- Gym clothes or athletic wear
- Rumpled or ripped clothing
- Miniskirts
- Underwear as outerwear
- Exposed cleavage and midriffs
- Flip flops and beachwear
- Shorts and tube tops
- Denim jeans and t-shirts
- Outrageous jewelry
- Extremely tight clothing
- Any distracting clothing or grooming
- Extreme piercings or visible tattoos

Still not sure what to wear?
When in doubt, err on the
conservative side!

Body Language Tips

Your body language in an interview speaks volumes. Dr. Linda Martin, coordinator of the Communication Program at Louisiana Tech University, says, "People believe what they see over what they hear. Facial expressions and gestures account for 50 percent of meaning."

Your body language sends a big message, so it's important to communicate your professionalism verbally and nonverbally.

- When you sit, maintain good posture with your head up and your back straight. Do not slouch; this can make you look sloppy and uninterested.
- Do not sit with your arms folded across your chest; this can make it look like you are closed and unfriendly.
- Maintain good eye contact and lean in slightly to show interest. Make eye contact when you shake hands. A firm handshake (not too soft or too strong) is best.
- Keep an interested expression that is natural and relaxed. Nod and smile when it is appropriate.
- Be aware of what you are doing with your hands. The best place to put your hands is loosely clasped on the table in front of you or in your lap.

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Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.